



State of Montana Job Vacancy

Department of Transportation

Glendive District

503 North River Avenue

PO Box 890

Glendive, MT 59330-0890



September 4, 2008

Internally/Externally Statewide

An Equal Opportunity Employer

Job Title: Temporary Maintenance Tech
Position No.: 54189045
Division: Miles City Maintenance Division
Location: Baker and Fiddleback (one position at each location)
Job Code: 999307
Type of Position: Temporary
Work Comp Code: 9421
Bargaining Unit / Code: AFSCME / 0000-7
Grade: BC 7
Hourly Salary Range: \$16.777
Supplement Required: Yes ☐ No ☒
Closing Date: September 22, 2008

Maintenance Division Overview

The Maintenance Program provides for repairs and preventative maintenance of state highways, secondary highways and the various signs and structures within the highway-right-of-way. This includes winter plowing and sanding, year-round repairs to the state and secondary highway systems, responding to natural disasters, and the preventative maintenance of all state maintained roadways, structures, rights-of-way, traffic control devices, buildings and other facilities, staff vehicles and a fleet of highway maintenance equipment.

Description of Duties

Operates a variety of equipment, including trucks, to perform regular maintenance activities such as ditch cleaning, patching, overlays, fence repairs, lawn mowing, and material or equipment transportation. In winter, loads sanding material and does snow removal and sanding. Responsible for overall functional operation of machines including preoperational checking, scheduled servicing, and adding fluids, changing pins, cutting edges, etc. Performs related work as required.

Job Requirements

Tools and Equipment: Single axle trucks (over 12,500 lbs.), tar pot (under 1000 gallons), pulvi-mixer, push/pull brooms, crack sealers, rollers (under 5 ton), auger-type drills, recyclers (under 15 TPH), and various basic hand tools.

Materials: Premixed paving materials, gravel, sanding material, salt, liquid deicers, snow, dirt and rock, oil,

and lubricants.

Source of Supervision: Field Maintenance Supervisor, Maintenance Superintendent, or other designated person.

Physical Demands: Must be able to perform moderate physical activity in lifting, carrying, and/or operating the tools, equipment, and materials listed above.

The above statement reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent to the job.

Education and Experience

Required to perform the duties of this position is one year experience driving heavy truck and operating construction related equipment. Requires working knowledge of basic diesel/gasoline vehicle maintenance, basic math and record keeping, and the ability to make estimates of materials needed.

Requires a valid Montana Commercial Operators License (Class A, Type II) with endorsements for air brakes and tankers. The successful applicant has 30 days after hiring to obtain the appropriate license and required endorsements.

Qualification for job openings shall include a requirement that the successful bidder must establish their permanent residence within 30 road miles from the section house within 30 calendar days of the effective date

Compensation / Benefits

Annual pay raises as granted by the legislature. State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays and up to 15 days military leave with full pay.

Application Process:

The application materials required for this position are indicated with check marks.

- ☒ Completed MDT Application (form Online APP-0506 Rev) or the Montana State Application (PD 25).
- ☐ Answers to the attached supplemental questions (include your name and the position number if not applying online).
- ☐ Professional/Employment References listed with contact information.
- ☐ Resumé
- ☐ College or University transcripts. (Copies of transcripts accepted.)
- ☐ Copies of license(s) or certifications upon a conditional offer of employment by MDT.
- ☒ Negative Drug Screen results (testing arranged by MDT) upon a conditional offer of employment by MDT.
- ☐ Other:

VEBA: ☐ Yes ☒ No ([what is VEBA](#))

- ☐ For internal applicants, this position will qualify for reimbursement under the Moving and Relocation Expense Policy (3-0151).
- ☐ Consideration may be given to filling the position with a training assignment.
- ☒ Reference checks will be conducted and considered as part of the selection process.

Supplemental Questions:

None

Application Materials and Deadline: Complete application materials must be postmarked or sent electronically by the closing date (as indicated below) to a Montana Job Service Office or:

Glendive District
503 North River Avenue
PO Box 890
Glendive, MT 59330-0890

Closing Date: ☒ by 5:00 pm **or** ☐ Open until filled

If applying electronically, go to: <http://www.mdt.mt.gov/jobs/>.

Application materials from interested Department of Transportation employees must be submitted online or received in the Glendive District office in Glendive by 5:00 pm on the closing date.

In-state and out-of-state applications are due by 5:00 pm Mountain Time on the closing date. You can apply for this position online. Alternatively, you may mail a completed State Application Form (PD-25) to the address shown above or to a local Montana Job Service Workforce Center.

Please visit the MDT website at <http://www.mdt.mt.gov/jobs/> for additional employment opportunities and information.

Late or incomplete applications will not be considered. Failure to turn in all required documents will result in disqualification from the selection process.

Reasonable Accommodations: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job, or to enjoy equal benefits and privileges or employment available to other employees. If you need such accommodation, contact this agency within 72 hours of needs, to allow us sufficient time to meet your request.

Applicants claiming Veteran's or Disabled Person's Employment Preference (see MDT Application Form) must submit verification of eligibility **prior to the closing date**. Required documents include a DD-214 (military) and/or the PHHS Certification of Disability form and the Employment Preference Form.

In accordance with the Immigration Reform and Control Act, the person selected must produce within three days of hire, documents that show authorization to work in the United States. Examples of such documentation include a birth certificate or Social Security card along with a driver's license or other picture ID, or a US passport, or a "green card". Also to comply with the Montana Compliance with Military Selective Service Act, this Agency (Montana Department of Transportation) must verify that the covered applicant has complied with the federal Military Service Act within three days of hire.